

Directive Number: 500-03-14

DATE: June 30, 2014

TO: All KDOL Employees

FROM: Lana Gordon, Secretary of Labor

SUBJECT: Agency Communication Materials

1. **Purpose.** To establish a guideline for creating and updating Kansas Department of Labor (KDOL) communication materials, including but not limited to: forms, brochures, fliers and publications.
2. **Procedure.**
 - a. All KDOL communication materials including, but not limited to, forms, brochures, fliers and publications will be produced and updated by Communications. Request for producing or updating materials may be submitted to Communications by completing a [Printing/Graphics Request, K-BOS 600](#).
 - b. All requests for producing, updating and printing material should be submitted at least three weeks prior to the requested completion date. KDOL materials must be printed by State Printing and typically require two weeks for printing and delivery.
 - c. Communications will be responsible for incorporating the logo into all KDOL communication materials, when possible. Communications will follow the guidelines set forth in the Graphics Standards for State Agencies. This includes guidelines for appropriate treatment of the logo, as well as other visual elements such as typography, layout and photography.
 - d. Communications will be responsible for assigning a form number to all agency communication materials. They will keep an updated log of all agency forms.
 - e. All KDOL communication materials should carry the agency and/or division name as dictated by the Graphic Standards for State Agencies. No other configuration is acceptable.
3. **Action Required.** All staff are to adhere to the above procedures upon receipt of this directive.
4. **Inquiries.** Communications Director, (785) 296-0901 or communications@dol.ks.gov

Signature on file

Lana Gordon, Secretary of Labor

Rescissions: None	Expiration Date: Continuous
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